



# State Personnel Board Rules

Georgia Department of Administrative Services

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## 478-1-.06 Recruiting, Interviewing and Hiring.

- (1) **Introduction.** Agencies will follow the general guidelines outlined below to identify and hire or promote qualified candidates to fill vacancies. Each agency is responsible for developing its own procedures for recruiting and hiring.
- (2) **Qualifications of Selected Applicants.** Agencies will ensure that all applicants selected for hire meet the established entry qualifications for the position filled.
- (3) **Reference and Background Checks.** Verification of reference and background information provided by candidates on application forms or resumes and in interviews is the responsibility of the hiring agency. Agencies shall conduct reference checks sufficient to ensure that all relevant work history is fully considered before a hiring decision is made. Before considering a former State employee for a position, the agency must ensure that the individual is appropriate for rehire.
  - (a) Criminal background checks and credit history reviews may only be conducted on applicants who have been selected for hire. Applicants cannot be required to undergo any pre-employment physical or medical examinations or drug testing until after they have received a conditional offer of employment.
  - (b) Agencies shall comply with all notice, authorization, and other requirements of federal and state laws, and maintain the confidentiality of all reports and records related to any background investigations.
- (4) **Hiring Requirements.** Agencies will comply with federal and state law, including the Georgia Immigration Security and Compliance Act. Agencies will ensure the completion of the Form I-9 and the Employment Eligibility Verification process for all new hires.
- (5) **Recordkeeping Requirements.** All records relating to recruiting, interviewing, and hiring should be retained in compliance with the State Records Retention Schedule, including but not limited to:
  - (a) Job advertisements and announcements;
  - (b) All materials submitted by applicants for consideration, including applications and resumes; references; Interview notes and/or records.
  - (c) When an agency becomes aware of an allegation of discrimination, harassment, or retaliation made by an applicant or an employee, all relevant records must be retained during the investigation and as required by law after the conclusion of the investigation.



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Authority O.C.G.A. Secs. 45-20-3, 45-20-3.1, 45-20-4.

**History.** Original Rule entitled "Examinations" adopted. F. July 31, 1985; eff. July 1, 1985, as specified by the Board.

**Amended:** F. Jan. 22, 1988; eff. Nov. 12, 1987, as specified by the Board.

**Amended:** F. Sept. 3, 1992; eff. Aug. 6, 1992, as specified by the Board.

**Amended:** F. Sept. 23, 1993; eff. Sept. 9, 1993, as specified by the Board.

**Repealed:** Rule reserved. F. Oct. 8, 1997; eff. Sept. 25, 1997, as specified by the Board.

**Amended:** New Rule entitled "Recruiting, Interviewing and Hiring" adopted. F. Dec. 23, 2008; eff. Dec. 17, 2008, as specified by the Board.